

Application for Residential Building Permit New Construction

The following information is being provided by the Community Development Department concerning construction of a new single family residence.

Architectural building plans should be prepared in conformance with the following codes:

- International Residential Code for One-and Two Family Dwellings (IRC), 2003
 Edition
- Illinois State Plumbing Code (ISPC), Latest Edition as mandated by the State of Illinois
- International Plumbing Code (IPC), 2003 Edition
- NFPA 70, National Electric Code (NEC), 2002 Edition
- Miscellaneous Amendments to the above codes as set forth in Article VII, Section 701 in the Burr Ridge Building Ordinance #1002
- Village of Burr Ridge Zoning Ordinance

All plans should be signed, sealed and certified by the architect. Certification of plans shall conform to the requirements set forth in Section 242 of the Building Ordinance (see enclosure in packet).

Applying for a Building Permit

The following information should be provided when applying for a building permit:

- Building Permit Application and other miscellaneous forms with plan application fee.
- 4 Sets of Architectural Blueprints which are signed, sealed and certified by the architect
- 2 copies of a Legal Plat of Survey which must indicate the square footage of the lot provided by the surveyor.
- 4 copies of a grading/site/topography plan (see list of requirements contained in packet).
- 4 copies of a tree preservation plan where applicable (see separate requirements).
- Application for Water Service.
- Application for Sewer Service. The Village of Burr Ridge has 3 sanitary districts. If
 the property is located in Cook County it is within the Burr Ridge Sanitary District
 and the enclosed application for sewer service should be completed. If the property
 is located in DuPage County it will either be a part of the DuPage County Sanitary
 District or the Hinsdale Sanitary District. A copy of the permit from the applicable
 District should be provided.
- Approval by the Subdivision Homeowner's Association or the Association's Architectural Review Committee where applicable.

Review Time

The initial plan review process will be completed within 10 working days. If the plans and related documents are not completed in full compliance with the applicable codes, resubmittal of the plans and review of said plans will be required. You should allow 7 working days for review of resubmitted plans.

Permit Fees

Plan Application Fee: See schedule of Building Permit Fees Building Permit Fees See schedule of Building Permit Fees

Water Connection - \$1,500.00

(some areas are subject to additional fees which will be determined after review)

Sewer Connection - \$1,000.00 (Burr Ridge Sanitary District)

(some areas are subject to additional fees which will be determined after review)

Water Meter - varies and is determined after review

Construction Water Use - \$65.00 (for every 3 month period during construction)

Reinspection Fees - \$100.00 per reinspection Stop Work Order Removal Fee - \$200.00 per occurrence

Duration & Expiration of Building Permits - See regulations contained in packet

Extension of Building Permits - See regulations contained in packet

Preparation of Construction Sites - See regulations contained in packet

Permitted times for outside construction

Monday through Friday: 7 AM to 7 PM Saturday and Sunday: 8 AM to 5 PM

Contractors License

The Village of Burr Ridge does not require contractors to be licensed.

Bond Requirements

A \$5,000.00 Cash Bond shall be paid at the time the building permit is issued (see bond requirements contained in packet). An additional cash bond of \$2,500.00 may be required at the time a certificate of occupancy is requested, if final grading, hardsurfacing and landscaping is not completed (see requirements for certificate of occupancy contained in packet).

Changes to Approved Plans

If you decide to make any changes to the approved plans, 4 copies of revised plans must be submitted for approval **BEFORE** the work is done. You should allow 7 working days for review.

Inspections – See inspection list contained in packet.

Certificate of Occupancy - See requirements contained in packet.

For further information, please refer to the Village of Burr Ridge Building Ordinance #860 or direct questions to a Community Development Staff Member.

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VILLAGE OF BURR RIDGE

APPLICATION FOR BUILDING PERMIT

DD#		
BP#		
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Committee of the commit		

APPLICATION IS HEREBY MADE SEEKING PERMISS	ION FOR:	
New Single-Family Residence \$400 Fee Deposit Required		Non-Residential Building Fee Deposit Required
Addition/Alteration to Single-Family Residence \$200 Fee Deposit Required		tion/Alteration to Non-Residential Building Fee Deposit Required
Miscellaneous/Other (Please Describe)		
Additional Fees Will Be Due Prior to Issuance of the Permit.		Deposit Received: \$ (for Office Use, Only)
Address of Property:		PIN#
Subdivision:	_ Lot #	Township: <u>Lyons / Downers Grove</u> (circle one)
AN ACCURATE PLAT OF SURVEY MUST BE	INCLUDED WITH A	LL PERMIT APPLICATIONS
PERMIT APPLICANT:	PHONE:	FAX:
APPLICANT'S ADDRESS:	CITY:	ZIP:
The permit applicant may be the general contractor, property of submit this application and to proceed with all work requested Ridge during the plan review and construction process will be dir	herein. All corresp	ondence and inquiries from the Village of Burn
PROPERTY OWNER:	PHONE:	FAX:
OWNER'S ADDRESS:	CITY:	zip:
ARCHITECT:	_ PHONE:	FAX:
ARCHITECT'S ADDRESS:	CITY:	ZIP:
GENERAL CONTRACTOR:	PHONE:	FAX:
CONTRACTOR'S ADDRESS	CITY:	ZIP:
For permit applications related to single-family residences, pleas applications, please allow 12 business days for plan review. You was plans and related documents are not completed in full compliance plans and review of said plans by the Village of Burr Ridge will be re-	vill be contacted imn	nediately upon completion of the plan review. If
The above information and the attached Plat of Survey are true and	accurate to the bes	et of my knowledge.
Signature of Applicant	de de verbi.	Date of Submittal



Building Permit Fees

Ordinance 860

Application Fee for Certain New Construction, Additions, and Alterations

The following application fee, which will be credited to the final building permit fee, but which will in all cases be the minimum fee, shall be paid at the time plans for the following types of construction are submitted for review:

New si	\$400.00				
Single-					
alteration	on				\$200.00
New		ngle-family	residen	tial	
building]				\$650.00
New	non-si	ngle-family	residen	tial	
building	\$650.00				

Landscaping Plan Review Fee

Non-Single-Family Residential

In addition to all other fees herein, the following plan review fees shall be required in connection with the construction of any building in a Business District, Transitional District, Office District or Manufacturing District.

Building lots of 3.5 acres or less	\$75.00	
Building lots greater than 3.5 acres		
through 6 acres	\$125.00	
Building lots exceeding 6 acres	\$250.00	
Any direct expenses incurred by Commissioner that exceed the land	the Building	
review fee shall be paid in full by the perr	nit applicant.	

Single-Family Residential

In addition to all other fees herein, the following plan review fees shall be required in connection with the construction of any single-family residence on a wooded lot.

Partially Wooded Lot	\$250.00
Heavily Wooded Lot	\$450.00
The Building Commissioner shall determined to the suit of the suit	ermine whether a led.

Single-Family Residential Building Permit Fees

No building permit for the construction of a new single-family residence or for an addition or alteration to a single-family residence shall be issued until a building permit fee is paid in accordance with the fee schedule attached hereto as Table 250.3.

Non-Single-Family Residential Building Permit Fees

No building permit for the construction of a new non-single-family residential building or for an addition or alteration to a non-single-family residential building shall be issued until a building permit fee is paid in accordance with the fee schedule attached hereto as Table 250.4 and as described below.

Non-Single-Family Residential Plan Review Fee

The plan review fee for a new non-single-family residential building, building addition, or building alteration shall be paid after the first plan review is completed and the Building Commissioner has determined the area of the building as per Table 250.4.1. Re-submitted plans will not be accepted until the plan review fee is paid.

Non-Single-Family Residential Inspection Fee

The inspection fee for a new non-single-family residential building, building addition, or building alteration shall be paid prior to issuance of the permit.

Non-Single-Family Residential Permit Fee

The permit fee for a new non-single-family residential building, building addition, or building alteration shall be equal to the combined plan review and inspection fees (minus the application fee) and shall be paid in full prior to issuance of the permit.

Engineering Permit Fees

No building permit for any of the following work shall be issued until an engineering permit fee is paid in accordance with the following fee schedule.

New Single-Family Residence	\$350.00
Non-Residential Parking Lot, New or	
Expansion	\$350.00
New Non-Residential Building on lot	
less than 1 acre	\$700.00
New Non-Residential Building on lot of	
1 to 4.9 acres	\$750.00
New Non-Residential Building on lot of	
5 to 9.9 acres	\$800.00
New Non-Residential Building on lot of	
10 acres or more	\$850.00
Any <i>grading</i> of property related or unrelated to work on a building determined by the Village Engineer to have a significant impact on drainage	\$100.00
Additional Stormwater Permit Fee As Appendix A, Schedule A of the Burr Ric Code.	Set Forth in dge Municipal

Building Permit Fees for Other Permits

No building permit for the construction of any building, structure or for the performance of any work described in Section 220 of the Building Ordinance shall be issued until a building permit fee is paid in accordance with the following fee schedule.

Single-Family Residential Building Demolition	\$50.00
Single-Family Residential Electrical Service Upgrade	\$50.00
Single-Family Residential Electrical Work	\$50.00
Single-Family Residential Plumbing Work	\$50.00
Single-Family Residential Mechanical Work	\$50.00
Single-Family Residential Accessory Buildings	\$50.00
Single-Family Residential Decks	\$50.00
Single-Family Residential Fences	\$50.00
Single-Family Residential Elevator or Escalator Installation	\$75.00
Single-Family Residential Pools	\$100.00
Non-Single-Family Residential Electrical Service Upgrade	\$150.00
Non-Single-Family Residential Electrical Work	\$150.00
Non-Single-Family Residential Plumbing Work	\$150.00
Non-Single-Family Residential Mechanical Work	\$150.00
Non-Single-Family Residential Elevator or Escalator Installation	\$150.00
Non-Single-Family Residential Storage Tank Installation	\$150.00
Non-Single-Family Residential Building Demolition	\$150.00
Non-Single-Family Residential Parking Lot, New or Expansion	\$150.00
Based on established fees for comparable work, Commissioner shall determine the appropriate permit fe to be permitted which is not specifically listed hereir circumstance, the minimum fee for single-family residential permit fee shall be \$50 and for non-single-family residential permit fee shall be \$150.	ee for any work n. Under any dential permits s the minimum
The fees set forth above are not charged when su connection with construction of a new building, building alteration.	ich work is in ng addition or

Other Fees

In addition to the application and permit fees described in Section 250 of the Building Ordinance, any building, building addition, building alteration or work performed under the authority of a building permit issued by the Village of Burr Ridge shall be subject to the following fees.

Re-inspection as per Section 269.16.1	\$100.00
Removal of Stop Work Order as per	
Section 404 herein	\$200.00
Code of Conduct Sign and Permit Sign	\$50.00
Temporary Building Certificate of	
Occupancy (Non-Residential)	\$100.00
Reimbursement of all expenses inci	
Building Commissioner as a result of	
reviews, inspections, or studies require	
typical plan reviews and inspections outli	ned herein.

VILLAGE OF BURR RIDGE BUILDING ORDINANCE

Table 250.3

	Permits for New Single-Family Residences									
Not Exceeding 2,000 square = \$1.30 per square foot							oot			
From	2,001	to	3,000	square feet	=	\$2,600	plus	\$1.10	for each square foot over	2,000
From	3,001	to	4,000	square feet	=	\$3,700	plus	\$1.00	for each square foot over	3,000
From	4,001	to	6,000	square feet	=	\$4,700	plus	\$0.90	for each square foot over	4,000
From	6,001	to	8,000	square feet	=	\$6,500	plus	\$0.80	for each square foot over	6,000
From	8,001	squ	uare fee	t plus	=	\$8,100	plus	\$0.70	for each square foot over	8,000

	Permits for Single-Family Residential Additions and Alterations									
Not Exceeding 500 square feet						\$1.30	per s	square fo	ot	
From	501	to	750	square feet	=	\$650	plus	\$1.20	for each square foot over	500
From	751	to	1,000	square feet	=	\$950	plus	\$1.10	for each square foot over	750
From	1,001	to	2,000	square feet	=	\$1,225	plus	\$0.90	for each square foot over	1,000
From	2,001	to	3,000	square feet	=1	\$2,125	plus	\$0.80	for each square foot over	2,000
From	3,001	squ	ıare fee	t plus	=	\$2,925	plus	\$0.70	for each square foot over	3,000

Village of Burr Ridge Building Ordinance No. 860 Table 250.4

Table 250.4.1 Plan Review Fee (Revised Ord. A-860-05-03)								
Cubic Feet	Building Plan Review	Plumbing Plan Review	Mechanical Plan Review	Electrical Plan Review				
1 to 60,000	\$522	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5				
60,001 to 80,000	\$642	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5				
80,001 to 100,000	\$822	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5				
100,001 to 150,000	\$939	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5				
150,001 to 200,000	\$1,067	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5				
200,001 plus	\$1,257 + \$12 per 10,000 cu. Ft.	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5				
Plan Review Fees are cumulative. For example, the plan review fee for an 80,000 cubic foot building with plumbing, mechanical and electrical is \$1,284 as follows:								
80,000 Cubic Feet	\$642	\$160.50	\$160.50	\$321				

Table 250.4.2 Inspection Fee								
Building	Plumbing	Mechanical	Electrical	Elevators	Special Systems			
\$0.21 per square foot	\$0.06 per square foot	\$0.06 per square foot	\$0.06 per square foot	\$375 per elevator unit	\$188 per hour			
Inspection fee foot building v	es are cumulati vith plumbing, i	ve. For example mechanical and	le, the inspecti I electrical is \$	ion fee for a 10, 6,900 as follows	000 square s:			
\$2,100	\$1,600	\$1,600	\$1,600					

Site Address:	
Olle Additess.	

Building / ROW Permit #_____

APPLICATION FOR WATER/SEWER SERVICE

VILLAGE OF BURR RIDGE

7660 SOUTH COUNTY LINE ROAD, BURR RIDGE, IL 6052
(630) 654-8181
Burr Ridge Sewer Service Applies to Cook County Properties Only

	DuPage Co	ounty Properties Obtain Hinsda	ale (630-323-3299) or DuPage (630-6	82-7130) Sanitary Permit <u>Separately</u>
SUBM	IT A PLOT PLAT SHO	WING THE LOCATION OF TH	HE BUFFALO BOX AND THE SEWE	R STUB & THE LOCATION OF
THE S	ERVICE LINE FROM	THE HOUSE TO THE BUFFAL	LO BOX AND PROVIDE DISTANCE	FROM ONE SIDE LOT LINE
1.	Owner(s) Name and	Address:		
2.	Occupant's Name (it	f other than above):	T 10 (011)	
3.	Lot #: S	Subdivision:	Tax ID (PIN):_	
4.	Plumbing Contractor		IL Plumbing L	icense #
				h Copy of IL Plumbing License)
	Address:			Phone:
5.				Other
6.				se):
7.):
8.	Owner agrees that a line shall remain und	all work will be performed in accordered until an inspection has	cordance with Village Ordinances and been requested and made.	d that all connections and joints on a service
9.	NOTE: The Applic	cant agrees to notify the Vil f the work to be done.	llage Public Works Dept. at (630)	323-4733 at least 24 hours prior to the
10.	amount to be charge individual notice nee	ed for such service shall be suc	ch amount that is established by the ' ge in rates under this contract—Own	d owner agrees to pay for such service. The Village by Ordinance from time to time. No er acknowledges and understands that the
11.	its water/sewer bill o	or any balance becomes deline	quent on its water/sewer account, the	that, in the event that Owner does not pay e Village of Burr Ridge may add collection de of Burr Ridge Sections 58.01-58.71 and
	IN WITNESS WHER	EOF, I/we have executed this a	agreement on the date submitted and	indicated below.
			f	
	Owner Signature		Owner Signature	
	Address:		Phone	
\$(14014811401140114	THE HEHE HEHE HEHE HEHE HEHE HEHE HEHE	FOR	R VILLAGE USE ONLY	ETTENEN EN EN ETTEN E
METER	R SIZE:	FEE:	METER #	
	LE CHECK VALVE/ SURE REDUCER			
	N FEE – WATER		PRESSURE REDUCER/D	DBL CHECK VALVE
TAP OF	N FEE – SEWER	***************************************		
CONST	TRUCTION WATER US	SE	RECEIVED BY:	
	DUE			
TOTAL	DUE:	\$		
ADDDC	WED.		DATE:	

Architect, Structural Engineer, or Licensed Design Professional Must Certify that Plans and Specifications Comply with the Building Ordinance By Signing and Sealing

It shall be unlawful for any architect, structural engineer, or any other licensed design professional to prepare or submit to the Building Commissioner for his approval any final plans for any building or structure which do not comply with all of the provisions of this Building Ordinance and all other applicable laws and ordinances specifically including but not limited to the Burr Ridge Zoning Ordinance. Any plans submitted under this Ordinance shall bear the signature and seal of the architect, structural engineer, or other licensed design professional who prepared the plans and specifications. A seal will not be required where the Building Commissioner determines the work to be non-structural or minor in nature.

Every licensed architect or structural engineer shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect or structural engineer, the license number, and the words "Licensed Architect," or "Structural Engineer," "State of Illinois." The licensed architect or structural engineer shall affix the signature, current date, date of license expiration, and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or structural engineer or under that licensed architect's or structural engineer's responsible control. The sheet of technical submissions in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply. The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer shall not be permitted. All technical submissions issued by any corporation, partnership, professional service corporation, or professional design firm as registered under this Act shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements as set forth by the Illinois Department of Professional Regulation.

Anyone falsely making any such certification shall be subject to the penalty provided in Section 501 (Article V) of this Ordinance and to such further penalties as may be provided or allowed by law.

Permit	No.		

VILLAGE OF BURR RIDGE INDIVIDUAL SITE GRADING PLAN CHECKLIST

Sub	bdivision:	Lot:		Date:		
Add	dress:		Review	ed By:		
	Label all building setback lines. Provide square footag	je of the lot.	î			
	Show actual front, rear, and side yard setbacks.					
	Top of foundation elevation shall match approved Subo	division Pla	ns, as reaso	nably as possible.		
	Show all home dimensions, including jogs/offsets.					
	Label proposed and existing contours.	*				
	Show existing contours a minimum of 10 feet onto adja	acent prope	rties.			
	Proposed contours must match existing contours at pro	operty lines	(unless lot is	not yet built on).		
	Show all rear and side yard swales and high point/brea	ık point elev	ations.			
	Finished grade needs to be lower than T/F; 6 inches (0	.5 feet) exp	osed.			
	Need minimum 6 inches of pitch away from building in	first 10 feet	•			
	Maximum ground slope is 4:1. Minimum ground slope	is 2%.				
	Label location of B-Box. Must be in public parkway, service is required.	not locate	d in easeme	ents or driveway pavement.	1-1/2 inch water	
	Label driveway width (max. 22 ft. at property line). Total	al of drivewa	ay widths car	nnot exceed 36 ft., measured	I at property line.	
	Label driveway slope (maximum 12% grade), preferred	range 3%	to 8%.			
	Label water service and sanitary service lines (10 foot n	ninimum se	paration req	uired-show dimensions/leng	th).	
	Locate and label top of foundation of adjacent lots (if the	ere are no e	existing struc	tures, give proposed T/F).		
	Driveways must be 2 feet clear of lot lines and 10 feet fr	rom any pa	rkway trees.			
	Retaining walls cannot exceed 3 feet height, unless terr	s terraced (3 foot face-to-face).				
	Retaining walls must be 2 feet clear of lot lines.					
	Back of public sidewalk should be 1 foot offset from righ	nt-of-way.				
	Sidewalk is 5 inches thick, 5 feet wide, on 2 inch a aggregate.	iggregate.	Sidewalk th	rough driveway is 7 inches	thick on 2 inch	
	Elevation of top of curb to sidewalk, sidewalk should be cross pitch toward street.	e higher by	0.4 feet, to	front of walk. Walk to have a	a 2% (1.2 inches)	
	Manholes and utilities should be located on survey; labe	el elevations	S.			
	Show location and size of trees (may be provided on se	parate shee	et).			
	Show and label erosion control and snow fence around and snow fence.	l entire peri	meter of wor	k area on lot; include detail	of erosion control	
	Indicate granular construction entrance at proposed driv	eway to be	in place prio	r to any work on site.		
	Show all downspout and sump pump discharge location	s, as well a	s any associ	ated pipe/drainage improven	nents.	
Show air conditioning units with year-round landscape screen						
1	Stamp and signature of a registered Professional Land S	Surveyor or	a registered	Professional Engineer.		
	The date, license number, and license expiration date sh	nall be indic	ated.			
	Indicate curb cut at driveway.					
1	Architects' House Plans and proposed Individual Sit	o Gradina	Dian must b	o occurii nata di ta matali		

Mailboxes

Mailboxes shall be installed adjacent to, but not on the pavement surface so that the bottom of the mailbox is between forty-two inches and forty-eight inches (42"-48") above the roadway surface, and the front face of the mailbox shall be between 6"-12" behind the back of the curb on curb and gutter streets, or between 6"-12" behind the back edge of the shoulder of any roadway without curbs and shall be consistent with all applicable state and federal regulations.

The mailbox shall be mounted on one of the following support structures or on such other similar structure as may be approved by the Village Engineer as comparably safe:

- Wooden post (minimum of 4"x4" or maximum of 6"x6").
- Light gauge hollow cast iron, galvanized steel or painted steel pipe (maximum of 3" diameter).

Mailbox supports shall be constructed to promote breakaway, bending or otherwise yield in order to minimize damage and harm to motor vehicles and the occupants in the event of a collision or impact with the support.

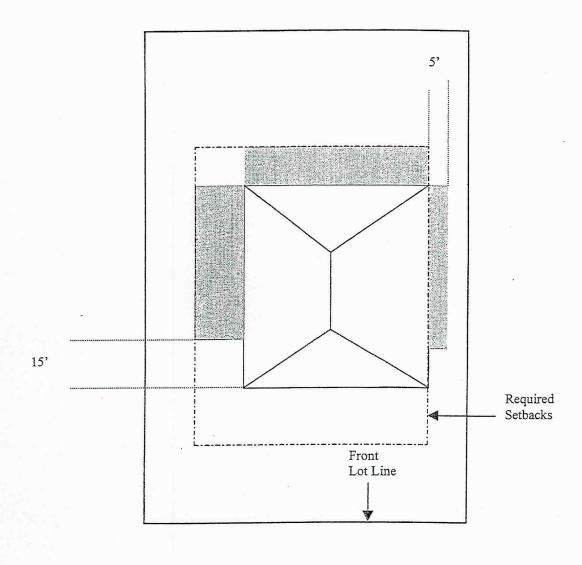
Rigid or oversized support structures are prohibited. Such support structures include, but are not limited to, masonry columns, stone or rock columns, with or without rear reinforcement, which are cement-filled, solid concrete supports requiring a footing, railroad rails and ties, tractor wheels, plow blades, milk cans, or barrels filled with concrete.

Any person who is not incompliance with the above shall be fined a sum of not less than \$50.00 or more than \$500.00

For complete regulations, see Ordinance 765

APPENDIX X

LOCATION OF AIR CONDITIONING CONDENSING UNITS



Air conditioning equipment and shelters may be located within the buildable area between the principal building and the rear, interior side, or corner side lot line and may also project into the required interior side yard and rear yard setbacks if said equipment or shelter is located not less than 5 feet from the side or rear wall of the principal building. However, under no circumstance may such units be located within 15 feet of the façade of the principal building facing the front lot line nor shall any such units encroach into a required side or rear setback by more than 5 feet. All air conditioning units and shelters must be adequately screened with year-round landscaping material.

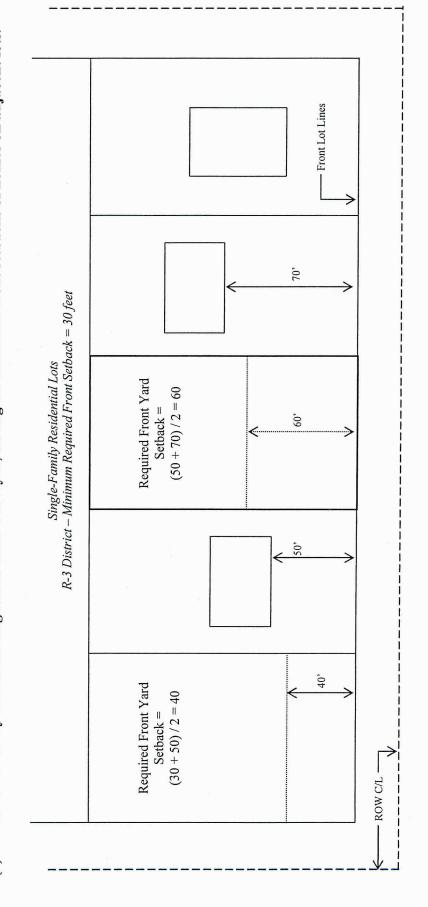
Verification of Compliance with Front Yard Setback Requirements

Below is an example of the application of Section IV.G.5.of the Burr Ridge Zoning Ordinance. This section of the Ordinance states that: Along streets that are not designated as thoroughfares on the Comprehensive Plan and Official Map of the Village of Burr Ridge, where 40 percent or more of the lots along the same side of the street in the same block have front yard setback lines established by existing principal buildings, the setback line for each remaining lot shall be not less than the average existing setback of the nearest two adjacent buildings. If only one adjacent building exists, the front yard setback shall be not less than the average of the setback of such building and the setback otherwise required by the applicable district requirements.

All permits for new single-family homes or for additions to the front or side of an existing single-family home must provide documentation indicating compliance with Section IV.G.5. Documentation may be provided via:

A Plat of Survey, certified by an Illinois Registered Land Surveyor, indicating the minimum front setback on each adjacent lot

Submittal of Plats of Surveys, each certified by an Illinois Registered Land Surveyor, of each adjacent lot; or A letter certified by an Illinois Registered Land Surveyor, stating the minimum front setbacks of homes on adjacent lots.



THIS STATEMENT MUST BE SIGNED

BY THE OWNERS OF THE PROPERTY

PRIOR TO ISSUANCE OF THE BUILDING PERMIT

LOCATION OF PROPOSED BUILDING:		
LOT BLOCK SUBDIVISION		
As owners for the property described in this building permit, the undersigned hereby acknowledge and accept the condition that no occupancy of the building to be constructed thereon will be permitted, nor occupancy permit issued, until such time as all land improvements required under the Sub-division Regulations Ordinance of this Village, a amended, have been installed, except street and alley improvements as therein required may be in the process of installation, provided that roadway pavement base course has been installed and is suitable for vehicular traffic.		
In the event that these improvements are not complete at the time a request for occupancy is made, the owner/builder must make a request, to the developer, that said develope submit a written request to the Village Board stating that; he is requesting occupancy for that specific lot, the intended date of occupancy and a list of any improvements that are not complete and their projected date of completion. THIS SUBMISSION NEEDS TO BE IN THE VILLAGE HALL ON THE WEDNESDAY BEFORE THE DATE OF THE NEXT BOARD MEETING.		
OWNERS:		
SUBSCRIBED AND SWORN TO		
BEFORE ME THISDAY		
OF19		

NOTARY PUBLIC



DEPARTMENT OF POLICE

VILLAGE OF BURR RIDGE

7660 COUNTY LINE ROAD BURR RIDGE, ILLINOIS 60521

ADMINISTRATIVE (630) 323-8181 FAX (630) 654-4441

TO:

All Building Permit Applicants

FROM:

Chief of Police

SUBJECT: Police Protection of Construction Sites

Thefts from construction sites are a continuing problem throughout the Chicago metropolitan area. In order to better protect your property, we ask your cooperation in two areas.

FIRST: Please post the perimeter of the property with "NO TRESPASSING" signs. Illinois law provides that before a person may be charged with Criminal Trespass to Land, he must first be advised to leave, and refuse; or the land must be conspicuously posted. It is particularly important that a sign be placed at the main entrance to the site. there are occasions where a patrolling police officer may find unauthorized persons on the site late at night, with building material in their possession. If we are unable to contact your, or otherwise prove that the material does legally belong to the person, the officer will be forced to release the person. However, if the land is posted, the officer may automatically arrest the individual for Criminal Trespass. This will give us time to contact the appropriate people and determine ownership of the material.

SECOND: Please complete the following form and return it to the Building and Zoning Clerk when making an application for a building permit. It is important that we have the home phone numbers of responsible individuals to be contacted at night or on holidays in the event of an emergency.

NAME:		DATE:			
ADDRESS OF CONSTRU	CTION SITE:				
GENERAL CONTRACTO	R:				
(Name)		MERGENCY: (Business Phone)			
1		is the second se			
2					
3					
4.		·			



DURATION & EXPIRATION OF BUILDING PERMITS

(Section 222 of the Burr Ridge Building Ordinance No. 860)

The following information is being provided by the Community Development Department to inform you of specific regulations set forth in the Building Ordinance concerning the duration of building permits.

- Failure to Pay Permit Fee: Any building permit approved under which the building permit fee has not been paid in full within three (3) months from the date of approval, shall expire automatically by date of approval of the Building Commissioner; and the fees paid therefor, if any, shall be forfeited to the Village.
- Failure to Begin Construction: Any building permit issued under which no substantial progress shall have been made within six (6) months from the date of issuance thereof, shall expire automatically by limitation and may not be extended or renewed without the written approval of the Building Commissioner; and unless such permit is surrendered to the Village Clerk within two (2) months after its expiration for such cause the fees paid therefor shall be forfeited to the Village. However, under any circumstances the Plan Exam fee will not be returned.
- Failure to Maintain Progress: A building project shall be considered abandoned if no substantial progress has been made for a period of six (6) months, or more. A building, structure or part thereof so abandoned shall be declared a public nuisance by the Building Commissioner and the Board of Trustees and shall be dealt with accordingly. Substantial progress shall be defined as the amount of work a journey tradesperson can perform in one week.
- Failure to Complete Exterior in One Year: A building permit for a single-family residence, single-family residential room addition, or a building or structure accessory to a single-family residence shall expire automatically if all exterior work is not completed within one year from the date of the first scheduled footing inspection or within one year from the issuance of a permit if there is no footing inspection. Exterior work shall include but not be limited to the following:
 - The exterior façade, including but not limited to doors, windows, and siding, the roof of the building, paving of driveway(s), final grading, and required landscaping;
 - Removal from the exterior of the property of all construction fencing and unneeded appurtenances including building materials, construction trailers and equipment, and construction fencing. Dumpsters and portable sanitation facilities may remain on the site as may be needed but shall be moved to a hardsurfaced area or inside a garage whenever possible.



EXTENSION OF BUILDING PERMITS

(Section 222 of the Burr Ridge Building Ordinance No. 860)

The following information is being provided by the Community Development Department to inform you of specific regulations set forth in the Building Ordinance concerning the extension of building permits.

 The Building Commissioner may grant up to four, 90-day extensions upon written request by the permit applicant and payment of an extension fee as follows:

First 90 Day Extension	Site Improvements Only	25% of Permit Fee
First 90 Day Extension	Building with or without Site Improvements	50% of Permit Fee
Second 90 Day Extension	Site Improvements Only	25% of Permit Fee
Second 90 Day Extension	Building with or without Site Improvements	50% of Permit Fee
Third 90 Day Extension	Site Improvements or Building	50% of Permit Fee
Fourth 90 Day Extension	Site Improvements or Building	50% of Permit Fee

Site improvements include walks, drives, grading, ground cover and removal of silt fencing, dumpsters, and other outside construction appurtenances.

 Completion of landscaping and driveways may be extended without further action when the deadline for completion falls between October 16 and March 31.



PREPARATION OF CONSTRUCTION SITES

(Sections 302 and 316 of the Burr Ridge Building Ordinance No. 860)

Concurrent with application for building permit, a Site Preparation Plan must be provided. The Site Preparation Plan must show the location of all the items listed below.

Prior to commencement of any exterior construction, a Site Preparation Inspection is required. The following items must be shown on the Site Preparation Plan and are to be in place before the Site Preparation Inspection is scheduled:

- Gravel Construction Entryway to be installed prior to commencement of any work. Contractor is
 responsible for maintaining gravel access and for keeping street and sidewalks clean at all times.
- Silt Fence to be trenched in and <u>properly maintained</u> until seed, sod, or other suitable ground cover is established.

Construction Fence

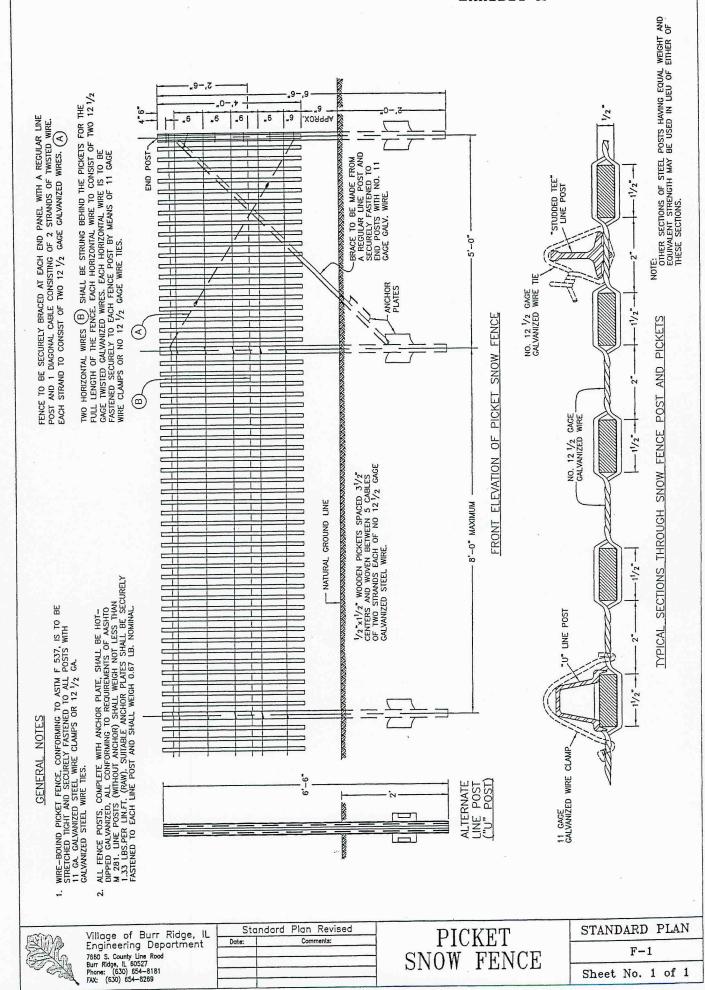
- Construction fencing is required prior to the start of construction for all commercial buildings and additions, all new single-family residences and additions, and any other construction involving substantial grading or foundation work as determined by the Village Engineer.
- Construction fencing is to be properly maintained for the duration of exterior work on the property.
- Construction fencing shall enclose the entire work area except for the gravel drive.
- All construction work and staging must be contained within the fenced area.
- Construction fencing shall be of the materials and specifications that are shown on Exhibit A on the reverse side of this page.
- Code of Conduct and Permit Sign to be installed with the face of the sign being clearly visible to the public.
- Dumpster to be located on private property within the fenced area.
- Portable Sanitation Facility to be located on private property within the fenced area.

The contractor is responsible for properly maintaining the site throughout the duration of the project. Random site inspections will be conducted by the Village.

<u>Failure to comply or repeated violations will result</u> <u>in a Stop Work Order without further notice</u>

A Stop Work Order may be issued for failure to comply with any of the above site maintenance requirements. Work will not resume until the violations are resolved to the satisfaction of the Building Officer and the \$200 stop work order fee is paid.

Sheet No. 1 of 1





VILLAGE OF BURR RIDGE NOTICE REGARDING REQUIRED INSPECTIONS

The following inspections are required for residential construction. Inspections must be requested prior to 3 PM for next day inspections. To schedule inspections, please call Cindy Haywood, Building & Zoning Assistant, at (630) 654-8181, ext. 604. Re-inspections require a \$100 fee paid to the Village prior to scheduling any re-inspection.

Contact JULIE 1-800-892-0123 (Joint Utility Locating Information for Excavators) before any digging on the property begins.

<u>Site Preparation</u> – An inspection to ensure the adequate provision of all required soil erosion control and tree protection prior to grading, footing excavation, or any other work on the property.

<u>Footing Excavation</u> - An inspection is required before concrete is poured and after excavation and forming have been completed.

<u>Foundation Forms</u> – An inspection is required after the foundation wall forms are set and before concrete is poured. (3 copies of a foundation survey must be submitted and approved prior to foundation wall inspection – allow 3 working days for approval).

<u>Foundation Wall</u> - An inspection is required before backfilling and after footing draintile has been placed and dampproofing completed.

<u>Appropriate Sewer and Water Inspections</u> – Water and Sewer tap-on inspections are made by the Public Works Department and also require 24 hour notice. However, the Village of Burr Ridge Public Works Department makes <u>ALL</u> water tap-on inspections and only sewer tap-on inspections in the Burr Ridge Sanitary District. Those areas, which are in the Hinsdale Sanitary District or DuPage County District, require their own sewer tap-on inspections <u>(it is your responsibility to contact them)</u>.

<u>Driveway</u> – After placing of forms or otherwise establishing the border of a driveway and prior to installation of asphalt, concrete pavers, or other hard-surface material, an inspection is required to ensure that the driveway complies with the approved site plan, maximum and minimum width requirements, and setback requirements. Placement of driveway forms and the driveway inspection can be conducted at any time during the construction process.

<u>Electric Service</u> - An inspection is required after electric panel, meter enclosure, and temporary grounds have been installed.

<u>Underground Plumbing</u> - An inspection is required before concrete is poured in a basement or floor slab and after underground plumbing work has been completed.

Rough Framing - An inspection is required before any insulation and vapor barrier is installed and after the rough framing, rough plumbing and rough electrical work are completed.

<u>Fireplace Inspection -</u> An inspection is required for all masonry and pre-fab fireplaces. This inspection shall be scheduled at the same time as the rough framing inspection.

Rough Plumbing - An inspection is required before any insulation and vapor barrier is installed and after the rough plumbing work is complete.

Rough Electric - An inspection is required before any insulation and vapor barrier is installed or any underground electrical work is covered by concrete and after the rough electrical work is complete.

<u>Insulation and Vapor Barrier</u> - An inspection is required before any interior wall finish is applied and after the insulation and vapor barrier are installed.

<u>Septic System</u> – If a private sanitary sewer system has been approved by the Village of Burr Ridge Board of Trustees as required by the Zoning Ordinance, an inspection is required before any backfilling and after the septic tank and seepage system has been installed.

<u>Final</u> – Final inspection is required before issuance of a Building Certificate of Occupancy for a structure. A final inspection must be scheduled a minimum of two days before the certificate of occupancy will be issued. The final inspection shall ensure that the building and site comply with all Village codes and regulations including but not limited to the building codes, Zoning Ordinance, and engineering requirements. The final inspection shall include inspections for the following: building, mechanical, electrical and plumbing.

Appropriate Fire Department Inspections - Multi-family



Cash Performance Bond & Landscape Bond

Cash Performance Bond

- Prior to issuance of any building permit for any new structure or building or for those permits for structural additions or alterations which, in the opinion of the Building Commissioner, involve a significant cost or affect drainage patterns, the applicant shall deposit with the Village a performance guarantee in the form of a cash bond in the amount of \$5,000.00.
- The performance bond shall be for the purpose of insuring against damage to property of the Village by the general contractor or any sub-contractor or employee that may perform work under the building permit and to assure compliance with the building code requirements (for further explanation see Section 250.7 of the Burr Ridge Building Ordinance)

Refunding of Bond

- New Construction: Final inspection of the structure must be complete. Two
 copies of an as-built (final) topographical survey shall be submitted and approved
 by the Village Engineer. A site inspection by the Village Engineer/Public Works
 Department will also be performed (see attached list of items). Once the
 inspections are completed and approved, the bond release will be authorized by
 the Community Development Director.
- Additions/Alterations: Final inspection or the structure must be complete. A
 site inspection by the Village Engineer/Public Works Department may be
 necessary depending on the extent of the work (see attached list of items).

The Code of Conduct Sign shall be returned to the Village.

Landscape Bond

- If landscaping (ground cover) of the site cannot be completed prior to receiving a Certificate of Occupancy, an additional cash bond shall be deposited with the Village in the amount of \$2,500.00.
- Final grading must be approved by the Village prior to landscaping.
- A landscape bond shall be deposited to insure that landscaping is completed within 45 days of a Certificate of Occupancy being issued between April 15 and October 15 or by the forthcoming May 15 for Certificates of Occupancy issued between October 16 and April 14.

Refunding of Bond

 Once landscaping is complete, the permittee shall call for a site inspection (see attached list of items) to be completed by the Village Engineer/Public Works Department. Once the inspection is completed and approved, the bond release will be authorized by the Community Development Director.

Please call 630-654-8181, extension 604 to schedule all inspections

You must allow approximately 4 weeks to receive the bond refund. All Cash Performance and Landscape Bonds are released to the person(s) who originally deposited said bond.

BOND RELEASE INSPECTION REPORT

Vifro be Corrected Item 1. Right-of-way must be restored to original or better condition with established vegetation. 2. B-Box must be exposed at sod level and operable. If B-Box is in hard surface, (i.e., driveway, sidewalk) it must be is sleeve, which must be at least 6" deep. 3. Hydrant auxiliary valve must be exposed at sod level and operable. 4. Water, sanitary and storm sewer manholes must be exposed at sod level. 5. Fire hydrants, street signs, lightposts, or any other municipal or utility structure cannot be damaged. 6. Right-of-way trees cannot be removed or damaged. 7. Curbs and roadway (sidewalks and hard surface pathways) cannot be damaged. 8. Any overland stormwater flow routes must be maintained free from obstruction. 9. Visibility at intersections cannot be obstructed. 10. Storm sewer inlets must be exposed and free of debris and structures must be clean. 11. No damage or dumping on surrounding properties. 12. Any landscaping on Village easement and air conditioner screening must be acceptable. 13. 18" clearance from nozzle to ground must be maintained on fire hydrants. 14. Brick mailboxes are not permitted per Ordinance #765. Mailboxes must be installed so front of box (not post) is 8"-12" back of the curb per postal regulations. 15. Sump pump and/or gutter drain discharge must terminate 10 feet from the property line per Section 308 of the Ville of Burr Ridge Building Ordinance.		re Address Permit # \$
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Inspected By Inspection # Landscaped (V) (N)		16. Other:
Inspection π Education π	Ins	spected By Inspection # Landscaped (Y) (N)



Certificate of Occupancy

The request for a Certificate of Occupancy shall be made at least 2 business days before the occupancy is requested. It is recommended, however, to allow more time for reinspections which may be necessary.

The minimum requirements for occupancy are as follows:

- Connection to public water and sewer complete. Completion shall include installation of the water meter and remote reader which will be sealed at the time of the final inspection.
- All plumbing shown on the approved plans.
- Electrical wiring complete.
- · Heating system complete.
- Basement floor, draintile and sump pump shall be installed.
- All interior floor finishes which when not installed create a trip hazard shall be installed or other measures shall be provided to eliminate the trip hazard.
- Any concrete floors in the habitable area of the house must be poured.
- Completion of any water main extensions and other land improvements.
- Landscaping complete or \$2,500.00 additional cash bond deposited (see Cash Performance and Landscape Bond information sheet)
- All fees, including but not limited to, reinspection fees, construction water use, recapture fees, etc shall be paid.



VILLAGE OF BURR RIDGE

7660 S. COUNTY LINE ROAD • BURR RIDGE, IL 60521 • (630) 654-8181 FAX: (630) 654-4542

Jo V. Irmen
President
Karen J. Thomas
Village Clerk
Steven S. Stricker
Administrator

July 1, 1999

RE: Important Information about Home Fire Safety

Dear Home Owner/Builder:

On behalf of the Board of Trustees, I would like to thank you for your decision to build your new home in the Village of Burr Ridge. Many high quality homes have been built in the Village of Burr Ridge and we welcome another such home to our community.

One of the reasons for the quality of homes in our Village is the building code standards adopted by our community. Even more important are the standards demanded by property owners constructing new homes and provided by our contractors and home builders.

In keeping with this approach, we would like to encourage you to consider the use of home fire sprinklers in your new home. We believe home fire sprinklers save lives of residents and fire fighters as well as reducing property damage from home fires. Home fire sprinklers typically can be provided in a new home at a cost of less than 2% of the total construction cost; a small price to pay for the added safety provided to your family.

Attached is information from The Northern Illinois Fire Sprinkler Advisory Board. Those not familiar with state of the art residential fire sprinkler technology are asked to carefully review the attached brochure. We hope you will consider providing the highest available level of fire protection for your home, your possessions, and your family.

Please feel free to contact the Northern Illinois Fire Sprinkler Advisory Board for further information. The Village's building code staff as well as your local fire district also are available to answer any questions you may have regarding home fire sprinklers.

Good luck and welcome to Burr Ridge!

Sincerely,

To V. Irmon

Jo V. Irmen, Village President Village of Burr Ridge



Today's residential fire sprinklers are designed to blend into any decor, hidden out of sight until they are needed to save lives and protect property from fire.

residential automatic fire sprinkler system is the single most effective way to protect your family and home from the threat of fire.

A residential sprinkler system gives you and your family the highest level of life-safety protection available. It's like having a fire department in your home safeguarding what matters to you most, twenty-four hours a day.

Residential sprinklers are easy to maintain... and to afford. They come in a wide variety of designs to fit every interior. Plus, by installing sprinklers, you'll save on your home insurance.

Aren't smoke detectors enough?

A common myth. Smoke detectors can only alert you of a fire. What if you're not home? Or if your children can't escape? Sprinklers improve the chance of surviving a fire by 90%.

What about accidents?

Another myth. According to the National Fire Protection Association. the odds of a sprinkler going off by accident is 16.000.000:1.

Isn't water damage a problem?

No. Sprinklers expel far less water than a fire department hose. Moreover - because sprinklers are individually activated by heat — they put water only on the fire.

Won't sprinklers look out-of-place in my home?

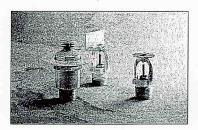
No. Residential sprinklers can be hidden behind a plate or recessed inside the ceiling, out of sight until they're needed. Plus, they're smaller than standard industrial sprinklers and are available in many factory colors to match most any decor. Your family and friends won't even notice the sprinklers are there.



Residential sprinkler systems cost between \$1.00 to 2.00 per square foot — or about the same as quality carpeting.



Fire destroys \$100 billion of property annually and kills more than 4,000 people in their homes.



Fire sprinklers save lives. There has never been a multiple loss of life by fire or smoke in a building fully protected by fire sprinklers.



IMPORTANT NOTICE

Per Village Code, Chapter 58 and the Building Ordinance, the water meter and outside reader must be located in areas that are easily accessible for readings. Also, the wire connecting the meter to the outside reader must be approved meter wire installed in conduit (See Section 58.31 below). The installation of the conduit for the remote meter wire must be completed <u>PRIOR</u> to the <u>ROUGH ELECTRICAL INSPECTION</u> (See Section 413 below).

Failure to comply with the above requirements at the time of installation will necessitate your making the corrections, at additional expense to you, before approval by the Village Inspector.

BURR RIDGE WATER DEPARTMENT

SEC 58.31: All meters must be set inside the building which they are to serve at a point free from frost danger and readily accessible to the meter reader. Inlet and outlet pipe shall be in a horizontal position parallel to the floor, with the top of the meter register facing straight up. Upon request, the Superintendent of Public Works may allow water meters to be located outside the building but, if so located, they shall be placed in frost proof concrete pits approved by said Superintendent and readily accessible to the meter reader.

For larger size meters, said Superintendent may require said meters be placed on the floor or on a concrete base to relieve the strain on service pipes.

All meter installations shall be subject to the approval of said Superintendent as to location and method of installation.

Unless otherwise approved by said Superintendent, a remote meter must be connected to the meter and securely fastened to the outside of the building at a point readily accessible to the meter reader and no less than four (4') feet above the finished grade. Both the meter and remote reader must be installed at the same time and must be inspected and sealed by said Superintendent before water customer water use begins. Any corrections in installation ordered by said Superintendent must be accomplished within 5 working days following the inspection. If said corrections are not accomplished after notice has been given, the corrections shall be made by the Superintendent and charged on time and material basis.

The remote meter must be connected to the meter using two or three conductor plastic jacket thermostat wire in one-half inch (1/2") EMT conduit, as approved by the Superintendent. The wire connecting the remote meter to the meter must not exceed 500 feet in length.

Sec. 413: Water Meters

When any new construction, addition or alteration includes connections to the Village of Burr Ridge public water supply, connection shall not be considered complete until both the water meter and remote meter are installed and connected in accordance with the requirements of this Ordinance and Section 58.13 of Chapter 58 (Water Works System) of the Burr Ridge Municipal Code. The installation of the conduit for the remote meter wire must be completed prior to the rough electrical inspection.

